



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
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NAVCRUITDISTNOLAINST 1130.1C  
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18 Sep 2014

NAVCRUITDISTNOLAINST NEW ORLEANS INSTRUCTION 1130.1C

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: MEPSTRACK DEPBOARD POLICIES AND GUIDELINES

1. Purpose. Establish procedures and requirements for Recruiting Operations personnel for the maintenance and responsibilities associated with the tracking of Delayed Entry Recruits via the DEPMANAGER portion of MEPSTRACK. The guidelines contained herein will establish accountability for necessary actions and will result in more efficient and effective monitoring and tracking of Delayed Entry Recruits as they prepare to ship to Recruit Training Command (RTC).

2. Cancellation. NAVCRUITDISTNOLAINST 1130.1B.

3. Background. MEPSTRAK is a Datamanagement tool incorporated into RTOOLS.

4. Responsibility.

a. The Recruiting Operations Officer (R-OPS), assisted by the Delayed Entry Program Coordinator (DEPCO), will ensure the requirements established by this instruction are adhered to.

b. Leading Chief Petty Officer (LCPO) shall monitor and ensure that all applicant information is regularly monitored and updated to provide the most accurate and complete status of each Delayed Entry Program Recruit in their respective DEP pool. LCPOs shall ensure all Leading Petty Officers (LPO) take necessary actions to clear all identified discrepancies and immediately route a DEP Action Request (DAR) for those individuals with issues that cannot be resolved in a timely manner or that pose a risk to the individual's ability to ship to RTC as scheduled. Refer to the Commanding Officer's Standing Orders for additional DAR guidelines.

c. LPO will take immediate action to correct all identified discrepancies with personnel in their respective DEP pools and immediately route a DEP Action Request (DAR) for those individuals with issues that cannot be resolved in a timely manner or that pose a risk to the individual's ability to ship to RTC as scheduled. Refer to the Commanding Officer's Standing Orders for additional DAR guidelines.

d. Enlisted Production Division Supervisor (EPDS) shall ensure that applicant records are screened in accordance with established guidelines and that all identified discrepancies are properly documented in DEPMANAGER. With Pride Mod now in effect all shipping is done utilizing this system.

5. Action.

a. All Recruiting Operations personnel (Enlisted Programs) shall read and understand the requirements and procedures for loading and maintaining applicant information in the MEPSTRACK system (appendix A).

b. MEPS Shipping Petty Officers will screen all applicant records for those individuals scheduled to ship the following month and enter all identified discrepancies or missing documents in the remarks section of DEPBOARD NLT the 75% gate of the month prior to the scheduled ship date. All applicant records for those individuals shipping in the second out-month will be screened with appropriate remarks entered no later than by the 50% gate of the current month. The EPDS will report completion of all record screening to the DEPCO and R-OPS at the appropriate Gate.

c. LPOs and LCPOs will routinely monitor DEPMANAGER and immediately take corrective actions to clear all discrepancies. Those applicants with identified discrepancies shipping in the first out-month will be corrected by the 50% gate of the preceding month. Any next month shipper with an issue that cannot be resolved by the 50% gate will have a DAR submitted that describe the issue and recommended corrective action. Shippers in the second out-month with identified discrepancies shall be corrected as soon as practical and no later than by the 50% gate of the month prior to shipping.

d. Classifiers will not place any new applicant to ship in the current month or in the first out-month who is not ready to ship in all respects and without prior permission from R-OPS.

e. LPO and LCPO's shall verify an applicant is ready to ship to RTC in all respects, prior to submitting a DAR to "roll-in" an applicant to ship in-month or in the first out-month. No applicants will be placed or rolled into the current or first out-month without prior approval of R-OPS.

6. DEP Recruit DEPMANAGER Timeline while in DEP. The following outline provides the minimum requirements that will be met for each Delayed Entry Recruit. These are the minimum requirements and do not alleviate any command personnel from additional guidance and requirements provided by any other Navy-wide or CNRC guidance.

a. Upon DEP-in, MEPS personnel will update MEPTRACK with the recruit's ship date to RTC. LPO, LCPOs and the DEPCO will verify that each new DEP recruit is properly reflected in MEPSTRACK and that the DEPMANAGER portion of MEPSTRACK has been populated with new recruit's information on a daily basis.

b. At any time while in DEP, should a DEP Recruit have his/her ship date revised, MEPS personnel will ensure that the new ship date is updated in MEPSTRACK. DEPCO will verify the new ship date has been entered and accurately reflected in DEPMANAGER and notify the LPO and LCPO of that change.

c. All new recruits with any issues (i.e. DEP on NUMI, original transcripts required to ship, etc.) that would prevent the individual from shipping to RTC will be highlighted in light blue. LPOs and LCPO's will aggressively work to clear all identified issues with their respective shippers, regardless of their ship date to RTC.

d. A DEP Action Request (DAR) will be routed immediately upon learning of any circumstance that could/will prevent a shipper from leaving for RTC on his/her scheduled ship date.

e. LPO's and LCPOs' will ensure that all available fields in DEPMANAGER are populated with required data and updated as required, to include:

- (1) Education Code
- (2) Status of DEP PQS
- (3) Will grad date (if 11S)

(4) Actual HS grad date. List grad date for 12L or higher upon DEP-in and grad date for all 11S upon verifying actual graduation from HS.

(5) DEP recruit's weight. Any Future Sailor who is within 5lbs of max body weight or has a body fat percentage of  $\geq$  20% (male) or  $\geq$  31% (female) will indicate this in the remarks section. These individuals will be highlighted in yellow in the DEPMANAGER portion of MEPSTRACK and aggressively tracked. A DAR shall be submitted to the DEPCO no later than by the 50% gate of the month prior to shipping stating correct height and weight.

(6) Update remarks section with any additional pertinent information that would be useful to the chain-of-command.

f. Seventy-two hour recertification. Upon completion of seventy-two hour recertification and NIDT, LPO will update MEPSTRACK to indicate completion.

g. Thirty days prior to ship date, each Future Sailor will complete his/her thirty day recertification, to include NIDT. LPO will update MEPSTRACK to indicate completion of thirty day recertification and NIDT. All thirty day recertification's should be completed NLT by the 75% gate of the month prior to shipping.

h. Seven days prior to ship date, each Future Sailor will complete his/her seven days recertification, to include NIDT. LPO will update MEPSTRACK to indicated completion of days recertification and NIDT. All seven day recertification's should be completed no later than close of business Thursday of the week prior to shipping.

i. Twenty-four hours prior to shipping each Future Sailor will complete his/her twenty-four hour recertification, to include NIDT. All Future Sailors will conduct NIDT at the Station or HQ 24 hours prior to shipping.

LPO will update MEPSTRACK to indicate completion of a twenty-four hour recertification and NIDT. All twenty-four hour recertification's shall be completed the day prior to shipping.

j. At no point will an active record in MEPSTRACK be modified by adding or removing information that has not been verified or that would degrade the chain-of-command's ability to gain an accurate picture of a Future Sailor's current status in the DEP. As an example, if an applicant needs original transcripts to ship (as noted by MEPS personnel in the remarks section, that input will not be removed by a LPO who has the transcripts in his/her possession). It may however, be removed when the original transcripts are verified to be in the applicants record at MEPS. If in doubt, do not remove information; simply add additional comments in the remarks section of the applicant's record.

7. Changes/Modification. All requested changes or modification to the above guidelines should be routed through the Recruiting Operations Officer, who will recommend modifications to the Commanding Officer.

/s/

C. A. STOVER

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